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# TOWN ADMINISTRATOR'S REPORT

September 2, 2020



## ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.

Please visit the [town's webpage devoted to COVID-19 information](#):

- Town Counsel Alex Castro provided legal advice as to the Board of Selectmen's authority to react to "dormant licenses" held by alcohol license holders. Information is included in the Board Docs materials of the Board of Selectmen meeting Sept. 2, 2020.
- Assistant Town Accountant Kevin Peterson and his wife Beth welcomed their new baby and all are well!
- The Sesquicentennial Steering Committee is planning to host a drive-in movie screening at the Fowler School parking lot on Saturday, October 3 at 7pm. The event is supported by the Maynard Cultural Council. The movie is "Back to the Future".
- Town office will be closed Monday, September 7 in observance of Labor Day.
- The Attorney General's Office approved the amended by-laws passed at Annual Town Meeting June 2020. Information is included in the Board Docs materials of the Board of Selectmen meeting Sept. 2, 2020.
- Per the new Financial Policies Manual, the Town Administrator distributed a notice for departments and agencies to submit capital requests on or before October 1, 2020. The Town Administrator will then provide a recommended Capital Improvement Plan (CIP) to the Capital Planning Committee (CapCom) on or before November 1, 2020.
- Town Administrator Greg Johnson, Director of Public Works Justin Demarco, Superintendent Brian Haas, Board of Selectmen member David Gavin and School Committee member Maro Hogan met with consultant Beth Greenblatt to begin planning for review of the proposals submitted to lease town property and construct and manage solar arrays.
- Early elections in Town Hall were a success, and the State Election is expected as such at Fowler School auditorium on Tuesday, September 2, 2020.

## PUBLIC WORKS:

- On September 3, 2020, U.S. Pavement will be conducting traffic road marking and signage upgrade work on Behalf of Green Star Herbal on Main Street for their special permit requirements between the hours of 7am and 4pm.
- On September 12, 2020, from 8:00am to noon, the recycle center will be open to residents located at the Highway garage on 38 Winter street. The recycle center will come with strictly enforced guidelines that follow CDC recommended safety protocols for both staff and residents. All residents who participate in the recycle center services, must only have one resident per vehicle, wear masks or face coverings, and use social distancing measures when unloading vehicles. Public works staff will guide and assist as needed in this process. Thank you for your patience with our previous recycle center closings.
- Bids in execution of the FY21 pavement management plan are due September 10, 2020, for paving, crack sealing and roadway lining.
- Progress on the replacement of the portion of the Green Meadow School roof: Decking done; sealed up; on punch list items- electric and other button up work; wing is open.
- Progress on plumbing and bathroom renovations at Green Meadow School: GMS plumbing: near completion.
- Progress on plumbing and bathroom renovations at Fowler Middle School: equipment being ordered.
- 14 Butler Avenue's 12-inch water main break is repaired, and the hydrant is being repaired/replaced. The water valve that failed is addressed. The area will be paved the week of September 1, 2020. Below are images related to the work.







- Fairfield Street water main break occurred on August 28, 2020. The break was repaired, per the below images.





## **MUNICIPAL SERVICES:**

### **Planning and Zoning:**

- The Special Permit and Site Plan for the Coolidge School residential redevelopment project, presented by Civico was approved by the Zoning Board of Appeals on August 24, 2020. This granted a variance to allow a reduced lot size for the project. The project involves a lot division in such a way that maximum property is provided for the park and sledding hill. The project proposed 12 rental units with three dedicated as “affordable”.



- The town staff of Maynard and Acton along with the Metropolitan Area Planning Council (MAPC) is beginning outreach to Powder Mill corridor stakeholders. This is part of the MAPC grant-funded study of the Powder Mill corridor from Waltham Street in Maynard to Powder Mill Road Acton/Concord town line. The Corridor is expected to undergo significant changes in conjunction with several major projects bringing residential, institutional and commercial uses in the next several years. The overall intent of this initiative is to proactively develop strategies to:
  - A) identify and meet the challenges/demands that increased economic activity will present in the future.
  - B) anticipate and maximize the economic benefit the opportunities that this new dynamic will bring to the Corridor.
  - C) protect and enhance the existing neighborhoods by promoting orderly, planned redevelopment of the Corridor.
- Several staff members and Special Town Counsel Jon Witten met with the leadership team at Capital Group Properties (CGP) to discuss the outstanding downstream sewer payments for the 129 Parker Project on August 19, 2020. The Town is awaiting a memo from CGP to outline their understanding of payments owed, and the group plans to meet again virtually on September 2, 2020.

#### Conservation Commission

- On August 30, 2020 Vincent Boothroyd is re-establishing the trail on Blur Jay Way as part of his Eagle Scout project.
- The Conservation Commission issued a negative determination for pavement repair at 10 Mill Street. This means the work will not affect the resource areas and is permitted to move forward.
- The Conservation Commission will be holding public hearings for the 0 Parker Street Notice of Intent application and the 12 Bancroft Street stormwater management permit at its next meeting.
- Conservation Commission will be reviewing a request for determination for demolition work to be completed at its Thomas Street parcel.

#### Economic Development

- The Economic Development Committee heard a presentation by JACOTT, LLC who is interested in pursuing a delivery only cannabis license in Maynard.
- The Economic Development Committee heard a presentation by Holistic Health Group who is interested in establishing a medical and recreational dispensary in Maynard. Holistic Health Group has a vertically integrated business in Middleborough which includes cultivation, production and sales under one roof. Any product sold in Maynard would be cultivated at this facility in Middleborough.

#### Public Health

- Health Agent Kelly Pawluczzonek continues to re-inspect several housing units on Railroad Street. The property owner applied for several plumbing permits last week to begin repairs on units that require repairs to washing machines. The property owner has retained Jordan Property Solutions to manage property repairs.
- Assistant Town Administrator Megan Zammuto attended a Management Association webinar on August 27, 2020, that featured a discussion on Pandemic Epidemiology. Salem Mayor Kim Driscoll and Somerville Mayor Joe Curtatone discussed various policy implications of managing cities and towns through a pandemic. Dr. Paul Biddinger, Director of the Center for Disaster Medicine at Massachusetts General Hospital also provided an update about current COVID trends and infection rates.

- The Board of Health has received complaints regarding some Maynard business employees not properly wearing masks. The BOH contacts each business when a complaint is issued and follows the following enforcement grid.

Please Note: enforcement escalation for any particular business should follow the escalation grid below. Upon issuance of each escalation measure, the enforcement authority should allow for at least 24 hours for the business to make necessary changes prior to a subsequent inspection.

Verbal consultation & redirection	Up to 1 time before escalation to next level
Written redirection	Up to 1 time before escalation to next level
Fines up to \$300	Up to 3 times before escalation to next level
Cease & Desist letter	Up to 1 time